

Report for Week Ending 28 March 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project Activity

Major activity on the DD/S and DD/I Reports Surveys (5-67 and 6-22) concerned development of recommendations on the following reports:

Receipt and Accountability of CIA Telephone Directories - Receipting and accounting systems have been discussed with the Chief of RI, and distribution officers for eight Offices in the DD/S and DD/I areas. Their systems vary to such a degree that the intra-office use of a standard form for reporting the receipt and destruction of telephone directories appears impractical. However, the use of such a form for submitting reports to the Telephone Section was concurred in by the distribution officers and the Chief of the Telephone Section. This will eliminate the preparation of about 120 memorandums annually.

Staff Duty Officers Check List - Our proposal that this report be submitted on a monthly basis rather than daily was discussed with the Chief, Physical Security Branch, who said he would take the matter up with his staff. Acceptance of this proposal would save about \$400.00 annually in printing costs, and eliminate the considerable amount of paperwork which results from the daily submission of this report by about

The status of Project 6-13, Dispatch Format and Procedure, remains unchanged pending preparation of specifications for the new dispatch forms by the Forms Management Branch.

Miscellaneous Activity

Reviewed the proposed Records Management Series position standards handbook edited by the Regulations Control Staff. No substantial changes resulted from this editing. The handbook will probably go to the printer this week.

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